Assassination Records Review Board
Final Determination Notification

AGENCY : HSCA
RECORD NUMBER : 180-10060-10490
RECORD SERIES : STAFF PAYROLL RECORDS
AGENCY FILE NUMBER :

December 8, 1995

Status of Document: Postponed in Part

Number of releases of previously postponed information: 13
Reason for Board Action: The Review Board's decision was premised on several factors including: (a) the significant historical interest in the document in question; (b) the absence of evidence that the release of the information would cause harm to the United States or to any individual.

Number of Postponements: 4

Postponements: All the postponements in this document represent Social Security numbers.

Reason for Board Action: The text is redacted because the public disclosure of the redaction could reasonably be expected to constitute an unwarranted invasion of personal privacy, and that invasion of privacy would be so substantial that it outweighs the public interest.

Substitute Language: SSN

Date of Next Review: 2017

Board Review Completed: 10/24/95

JFK ASSASSINATION SYSTEM

IDENTIFICATION FORM

AGENCY INFORMATION

AGENCY : HSCA
RECORD NUMBER : 180-10060-10490

RECORDS SERIES :
STAFF PAYROLL RECORDS

AGENCY FILE NUMBER :

DOCUMENT INFORMATION

ORIGINATOR : HSCA
FROM :
TO :

TITLE :

DATE : 12/27/76
PAGES : 13

SUBJECTS :
HSCA, ADMINISTRATION
MORTON, RITA

DOCUMENT TYPE : PRINTED FORM
CLASSIFICATION : U
RESTRICTIONS : 3
CURRENT STATUS : P
DATE OF LAST REVIEW : 06/04/93

OPENING CRITERIA :

COMMENTS :
Box 2.

[R] - ITEM IS RESTRICTED

June 16, 1977

Mrs. Rita L. Morton
5056 Silver Hill Court
Apt. 202
Suitland, Maryland 20028

Dear Rita:

I want you to know how much the Committee and I appreciate your service and how much we regret that you will no longer be a member of the staff.

You have our best wishes always.

Sincerely yours,

Louis Stokes
Chairman

LS:tle

(202) 225-4624

Select Committee on Assassinations
U.S. House of Representatives
3342 HOUSE OFFICE BUILDING, ANNEX 2
WASHINGTON, D.C. 20515

April 25, 1977

Mr. Alvin B. Lewis, Jr.
Acting Chief Counsel and Staff Director
Select Committee on Assassinations
Washington, D. C. 20515

Dear Mr. Lewis:

This letter is to inform you of my resignation from the Select Committee on Assassinations effective April 30, 1977.

Sincerely

Rita L. Morton

Rita L. Morton

cc: Robert K. Tanenbaum, JFK Task Force

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rita LaVerne Morton	4/30/77
Employee Social Security Number	**Type of Action**
579 64 6855	☐ Appointment ☐ Salary Adjustment ☒ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number________ If applicable, Level______ Step______

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date May 2, 19 77 __________________
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED: __________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code________

Monthly Annuity $________.00

Copy for Initiating Office or Committee

Becky

April 27, 1977

Mrs. Rita L. Morton
Select Committee on Assassinations
House of Representatives
Washington, D.C. 20515

Dear Rita:

As I told you personally, I was very disappointed to receive your letter of resignation, but I understand your reasons.

I enjoyed working with you and compliment you on the excellent job you did for the Committee. I trust you will stop and visit us when you are in the vicinity.

With all best wishes for your future,

Sincerely,

Alvin B. Lewis, Jr.
Acting Chief Counsel and Director

ABL:elb

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rita L. Morton	4/1/77
Employee Social Security Number	**Type of Action**
579 64 6855	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$26,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 465 of 95th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date April 29, 19 77

[signature]
(Signature of Authorizing Official)

Louis Stokes
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code__________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

TO WHOM IT MAY CONCERN

Please consider this verification that Rita LaVerne Morton began employment, permanent full-time status, with the House of Representatives Select Committee on Assassinations December 27, 1976, and is so currently employed.

Rebecca Wheeler Martin
Chief Clerk

February 8, 1977

GPO : 1975 O - 57-255

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rita L. Morton	1/3/77
Employee Social Security Number	**Type of Action**
5X9x6Xx68Xx 579 64 6855	☐ Appointment ☒ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
	$10,000.

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.

2. ☒ Special or Select Committee: Authority—H. Res. 11 of 95 Congress.

3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________If applicable, Level________Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date___________________________________, 19 77

____
(Signature of Authorizing Official)

Henry B. Gonzalez
(Type or print name of Authorizing Official)

Chairman
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:____
Chairman, Committee on House Administration

Office of Finance use only:

Office Code___________

Monthly Annuity $___________.00

Copy for Initiating Office or Committee

PAYROLL AUTHORIZATION FORM

(Please Use Typewriter or Ballpoint Pen)

U.S. HOUSE OF REPRESENTATIVES
Washington, D.C. 20515

(Any erasures, corrections, or changes on this form must be initialed by the authorizing official.)

To the Clerk of the House of Representatives:

I hereby authorize the following payroll action:

Employee Name (First-Middle-Last)	Effective Date
Rita L. Morton	12/27/76
Employee Social Security Number	**Type of Action**
579 64 5655	☒ Appointment ☐ Salary Adjustment ☐ Termination (At close of business on effective date)
Employing Office or Committee	
Select Committee on Assassinations	

(If type of action is an Appointment or Salary Adjustment, complete the following information.)

Position Title	Gross Annual Salary
Secretary	$14,000

(If Committee Employee, complete appropriate item below.)

1. ☐ Standing Committee: Staff—☐ Clerical or ☐ Professional.
2. ☒ Special or Select Committee: Authority—H. Res. 1540 of 94th Congress.
3. ☐ Joint Committee.

(If Employee of an Officer of the House, complete item below.)

Position Number_______________ If applicable, Level________ Step________

I certify that this authorization is not in violation of 5 U.S.C. 3110(b), prohibiting the employment of relatives.

Date December 15, 1976

____
(Signature of Authorizing Official)

Thomas N. Downing, Chairman
(Type or print name of Authorizing Official)

Select Committee on Assassinations
(Title—If Member, District and State)

All appointments and salary adjustments for employees under the House Classification Act and for Committee employees, except those of the Committee on Appropriations, the Committee on the Budget, and the Joint Committees, must be approved by the Committee on House Administration.

APPROVED:______________________________
Chairman, Committee on House Administration

Office of Finance use only:

Office Code___________

Monthly Annuity $__________.00

Copy for Initiating Office or Committee

M E M O R A N D U M

TO: All Staff Employees

FROM: Budget Officer

DATE: January 3, 1977

RE: Payroll Certification

Starting with the January, 1977 payroll, the certification to the House Finance Office requires, among other things, the relationship, if any, of each staff employee to any current Member of Congress (those taking office January 3, 1977).

The following are the relationships to be included in the certification:

father	nephew	brother-in-law
mother	niece	sister-in-law
son	husband	stepfather
daughter	wife	stepmother
brother	father-in-law	stepbrother
sister	mother-in-law	stepsister
uncle	son-in-law	half-brother
aunt	daughter-in-law	half-sister
first cousin		

All staff employees are requested to complete this form and return it to the Budget officer.

Approved
Richard A. Sprague

I am not related to any Member of Congress

I am related by the following relationship ____________

Rita Marton 1/10/77

Signature of Employee Date

Recommended By Congresswoman Boggs MORTON
Sec
Adv 10-6

RESUME

Rita LaVerne Morton
5056 Silver Hill Court
Apt. 202
Suitland, Maryland 20028
736-5834
Office - 225-1776

Date of Birth: 8/3/48
Place of Birth: Washington, D.C.

EDUCATION

Calvin Coolidge High School - Graduated, June 1966
Strayer Business College - Business Course, February 1967

EMPLOYMENT

Secretary/Staff Assistant - U.S. Congress, Joint Committee on Arrangements for Commemoration of the Bicentennial, Chaired by Congresswoman Lindy (Mrs. Hale) Boggs - March 1976 -

Responsibilities: Typing of Committee reports and final copy for a variety of Committee publications. Worked closely with Members of Congress and Staff Director in coordinating Committee informational services and special events. Assisted in planning Committee meetings and development of minutes. Operated all office equipment including Gestner, Mag Card II, xerox and teletype. Special skills include shorthand/Dictaphone.

Executive Secretary to Executive Director - Health Manpower Development Corporation - October 1974 to September 1975

Responsibilities: Typing of all correspondence for the Executive Director, scheduled daily appointments, conferences, and travel itinerary. Also responsible for production typing on the Sperry/Remington Word Processing Machine.

Administrative Assistant to Project Director, Poly Drug Abuse Project, National Medical Association, Inc. - May to August 1974

Responsibilities: Typing of all documents, handled all administrative tasks and attended regular project meetings.

Office Manager/Administrative Assistant - Advisory and Learning Exchange - January 1972 to March 1973

Responsibilities: Included typing of monthly calendar of workshops and seminars, scheduled meetings for large groups, responsible for all staff requests, and complete management of a small non-profit educational organization.

Secretary - Urban Institute - November 1968 to January 1972

Responsibilities: Typed drafts and final reports for three project directors on research staff and other secretarial duties.

Secretary/Administrative Assistant - Urban America, Inc. - June 1967 - November 1968

Responsibilities: Typed all reports for Assistant Directors on Housing Staff, scheduled conferences, and travel itinerary. Promoted to Administrative Assistant with control over secretarial staff.

TEMPORARY EMPLOYMENT

Kelly Services, Inc., Washington, D. C., 1973-1975
Tele Sec, Inc., Washington, D. C., 1975-1976
Institute for Services to Education, 2001 S Street, N.W., Washington, D. C., 1974-1976

REFERENCES

Wallace O. Green
Staff Director
Joint Committee on the Bicentennial
U. S. Congress
Washington, D.C. 20515
225-1776

Ms. Bea Smith
Institute for Services to Education
2001 S Street, N. W.
Washington, D. C. 20009
232-9000

Mrs. Karen Butler
Health Manpower Development Corporation
1990 M Street, N. W.
Washington, D. C. 20036
872-1355

Select Committee on Assassinations
U.S. House of Representatives
WASHINGTON, D.C. 20515

December 10, 1976

To: Mr. Sprague

From: Sue

Re: Rita Morton

Mr. Gay has interviewed Rita and recommends her.

Joan Thornell, who worked with us on the Joint Committee as a consultant for one of our Bicentennial projects, also recommends Rita.

I would recommend her to be a Typist/Secretary for her skills are excellent.

Dick —
Presently @ $11,500
Last day would be 12/20
at her present job.
Recommend - A

U.S. HOUSE OF REPRESENTATIVES
COMMITTEE ON BANKING, CURRENCY AND HOUSING

MEMORANDUM

November 30, 1976

DEC 1 1976

Dear Donovan,

Attached is the resume of a Ms. Rita L. Morton who presently is Secretary/Staff Assistant to the Joint Committee on Arrangements for Commemoration of the Bicentennial.

I highly recommend her for a secretarial position and would appreciate any consideration you may give her.

If you have any questions, don't hesitate to call me.

Thanks,

Tommy Gaines

RESUME Interviewed Rey 12/6/76 Typist

Rita LaVerne Morton
5056 Silver Hill Court
Apt. 202
Suitland, Maryland 20028
736-5834

Date of Birth: 8/3/48
Place of Birth: Washington, D.C.

RE: Thornell

EDUCATION

Calvin Coolidge High School - Graduated, June 1966
Strayer Business College - Business Course, February 1967

EMPLOYMENT

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Responsibilities: Typing of Committee reports and final copy for a variety of Committee publications. Worked closely with Members of Congress and Staff Director in coordinating Committee informational services and special events. Assisted in planning Committee meetings and development of minutes. Operated all office equipment including Gestner, Mag Card II, xerox and teletype. Special skills include shorthand/Dictaphone.

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Tele Sec, Inc., Washington, D. C., 1975-1976
Institute for Services to Education, 2001 S Street, N.W., Washington, D. C., 1974-1976

REFERENCES

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Joint Committee on the Bicentennial
U. S. Congress
Washington, D.C. 20515
225-1776

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Institute for Services to Education
2001 S Street, N. W.
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232-9000

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Health Manpower Development Corporation
1990 M Street, N. W.
Washington, D. C. 20036
872-1355